



Town of Weare Parks and Recreation

*Meeting Minute
July 24, 2007*

MEETING CALLED TO ORDER AT 7:07pm

MEMBERS IN ATTENDANCE: Chuck Metcalf, Joe Filia, Jim Blouin, John Nikias, Gene Propper, and Valerie King.

REVIEW OF MINUTES:

- Gene had submitted his notes to Valerie for typing into proper format. Valerie will type them up and provide to members for review before next meeting.

CHASE PARK:

- a. Sticker Tracking-Chuck will bring a copy of the new tracking form to next meeting for review.
- b. Hours Open-
 - The number of cars entering during the 9-10am time slot was tracked. Kathy noted about a dozen cars entering during that time. No changes to the park hours are recommended at this time.
 - Weather Permitting-parameters needed regarding when workers should close the park during inclement weather. Concern raised that workers may be keeping the park open during bad weather as a way to increase their hours/pay. Question raised as to who should determine that the park should close. Committee in agreement that the Head Gatekeeper (Kathy R.) or the adult on duty (in Kathy's absence) should be making this decision. Committee also in agreement that if it is raining for more than 1 hour and no one is using the facilities (no cars in lot), then the park should be closed for that shift (if raining in morning, close until noon. If still raining at noon, close for the day) Kathy (or adult in charge) will contact the workers regarding closures.

BOLTON FIELD:

- a. Fertilizer-the tire has been fixed (on the spreader), but the fertilizing still needs to be done. Jim will try to get it done next weekend. Jim will also contact WAC (Brian) to let him know when fertilizer has been picked up and is ready to be spread (WAC volunteers will be spreading fertilizer on some fields).
- b. Master Plan Update-Mike (GeoInsight) will contact Chuck when the next stage is ready for presentation.
- c. Paying for Master Plan-Bill received for \$6,198.64 (1/2 of total for approximately 1/2 of work completed). No concerns were expressed by the Committee regarding payment of this bill, therefore, Chick will ask Tom to pay it.
- d. Irrigation System-Bill received for \$683 for repairs. Jim noted that this bill did not include repairing some heads that were set too low because he'd asked them to hold off on this repair.

- Discussion regarding chain link breaking on the swing set at the Playground. Joe will check with Fred (Town Administrator) about asking the equipment provider to do a safety check on the equipment.

SWIM LESSONS:

- Jeanne can do 2-weeks for 2 hours per day. Times unknown. Interested people can go to or call Chase Park for additional information.

2007 BUDGET UPDATE (Handouts provided):

- Revenue to date is approximately \$13,000 (last years total was \$20,000). Revenue continues to be high due to Clough being closed.
- Telephone-The July 20th bill jumped about \$8 from previous months. Chuck will ask Tom to check the bill and see what added expenses may be causing this increase.
- Chuck will also ask Fed to find out how much longer we need to pay for the telephone poles at Bolton.
- Minimum wage increases will affect Chase Park employees beginning in the Spring of 2009 (effective September 1, 2009 minimum wage increases to \$7.25. Starting salary at Chase is currently \$7/hour. However, the seasonal employees will be exempt from time and a half for over time.

CIP REQUESTS:

- CIP Committee praised the Bolton Plan as a model.
- CIP requests are due by August 3rd.
- Decision made that PARC would request funds for first phase (one area) of parking and associated drainage work at Bolton and repairs to the tennis court. PARC will provide these as 2 separate requests. Joe will prepare the parking request and Chuck will prepare the tennis court request for CIP. The amount requested will be left blank pending receipt of Bolton Master Plan and bids.
- It was noted that two years ago, Jim spoke to local excavators about increasing parking at Bolton and was told that the total cost (to prepare 3 separate areas) would cost approximately \$84,000.

DIRECTOR/COORDINATOR POSITION:

- Question raised as to whether to fill this position now or hold off until a later date. So far one person has submitted an application. Due to lull in work needing to be done during the fall and winter, the decision made to postpone filling the position until March 2008 (begin advertising in January, interview in February and hire in March). This item will be put on the Committee's agenda each month to keep committee on track of this target.
- Chuck will contact the one applicant to advise them of the Committee's decision to postpone hiring at this time.
- It was proposed (and no objections made) to use money from the director's line to pay for advertising the position.

OLD BUSINESS:

- Ineson Well Drilling-
 - Ragg Brothers is scheduled to do this, but it has not been done yet. Joe will check with Fred to see if he's heard from Ragg Brothers.
 - Question raised as to whether it would be possible to put the irrigation in the ground before the water is ready (hook up the water later). Joe will ask Ragg

Brothers about this and request a date for when this can be done. Chuck will check with Tom regarding WAC soccer schedule at Ineson (so work doesn't conflict with soccer season).

- Downed Tree at Bolton-concern about kids "sliding" and jumping off this tree. Chuck will ask Fred to have Carl check into it.
- Thank You Letter-Val will provide copies to Jim and mail finalized letters ASAP.
- Brush Along Roadside at Bolton-Suggestion made that brush-hog services be purchased to clear lower areas by football and soccer fields, some of the hillside and both sides of the road leading into Bolton. Jim spoke with a Mr. Hadley who stated the cost would be \$50/ hour and estimated this work (noted above) would take approximately 6 hours to complete. Jim will ask Mr. Hadley to complete this work beginning with the road side first and not exceeding 6 hours total.
- Gene will e-mail the Chase Park water analysis to everyone and along with acceptable limits.

NEW BUSINESS:

- Reminder of the importance to present ourselves as a team and in a positive light.
- The toilets at Chase are flushing slowly. Tank last pumped 3-years ago, and could be full again.
- Decision made to have Kathy/staff add bacteria/enzymes to the tank (flushing it down toilets) to see if this helps. Jim will call American Guardian for their recommendations on pumping.
- Chase walkie-talkies aren't holding a charge. Replacement packs are \$50/pair. All agreed that these should be purchased (as a matter of safety). Chuck will check the units and replace the batteries if deemed necessary.
- Announcement made that Cub Scouts have Fishercat tickets available that can be purchased for \$8. Interested parties should contact Jim Blouin at 529-5821.
- Concern regarding Chase being short on adult staff due to scheduled vacations. Decision made that when an adult isn't available, Kathy may schedule two non-adult staff will cover the park. Chuck will put up signs at Chase and on the cable channel regarding our search for adult workers for Chase Park.
- Fred V. (Town Administrator) arrived at meeting and was asked about the holes at the gazebo area. Malcolm did some work. Some members concerned that work wasn't done.
- Fred has spoken to Carl (Public Works) regarding increased requests (by PARC) for assistance (from PW). PW is already very busy, so Fred can only request Carl for larger projects. If work not done at Gazebo, PARC members will pick up loam at the transfer station and fill the holes.
- While Fred was present, Chuck asked Fred to contact PSNH to find out when the Town will be done with the pole charges (\$91.60) at Bolton.

MEETING ADJOURNED: 9:16pm

PARC MEMBER TO DO LIST

(From July 24, 2007 minutes)

CHUCK

- ☐ Chuck will bring a copy of the new tracking form to next meeting for review.
- ☐ Chuck will ask Tom to check the Chase Park telephone bill and see what added expenses may be causing this increase on July bill.
- ☐ Chuck will prepare the tennis court request for CIP.
- ☐ Chuck will contact the one applicant to advise them of the Committee's decision to postpone hiring for the Coordinator position at this time.
- ☐ Chuck will check with Tom regarding WAC soccer schedule at Ineson (so irrigation work doesn't conflict with soccer season).
- ☐ Chuck will ask Fred to have Carl check into downed tree at Bolton.
- ☐ Chuck will check the walkie-talkie units and replace the batteries if deemed necessary.
- ☐ Chuck will put up signs at Chase and on the cable channel regarding our search for adult workers for Chase Park.

JOE

- ☐ Joe will check with Fred (Town Administrator) about asking the equipment provider to do a safety check on the equipment.
- ☐ Joe will prepare the parking request for CIP
- ☐ Joe will check with Fred to see if he's heard from Ragg Brothers/will ask Ragg Brothers about doing irrigation before drilling well and request a date for when this can be done.

GENE

- ☐ Gene will e-mail the Chase Park water analysis to everyone and along with acceptable limits.

JIM

- ☐ Jim will try to get fertilizing done next weekend and will contact WAC (Brian) to let him know when fertilizer has been picked up and is ready to be spread.
- ☐ Jim will ask Mr. Hadley to brush-hog Bolton (beginning with the road side first and not exceeding 6 hours total).
- ☐ Jim will call American Guardian for their recommendations on pumping tank at Chase Park.

VAL

- ☐ Val will put Gene's notes from last meeting into proper minutes format and e-mail them to members for review before next meeting.
- ☐ Val will provide copies of thank-you letters to Jim and mail final letters ASAP.